



North Carolina Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

Division of Purchase and Contract
Mike Mangum, State Purchasing Officer

MEMORANDUM

TO: Purchasing Officers for State Agencies, Departments and Institutions
FROM: Mike Mangum
DATE: October 29, 2003
RE: Inclusion of E-procurement in N.C. General Contract Terms and Conditions

Now that we have implemented E-procurement throughout State agencies, departments and institutions, it is time to improve our processes by ensuring that all agencies include appropriate language, terms and conditions in solicitation documents for goods. It is imperative that we all send the same message to the vendor community and that our vendors are all treated equally. It is also important that purchases are processed through the E-procurement system for accurate reporting purposes and accountability.

As a reminder, please refer to the memos e-mailed to agencies on November 21, 2001 and July 29, 2003. These memos are posted on our website under News and Notices/P&C News and Notices/Policy and Procedural Changes. In addition to the above referenced memos, any agency specific term contracts for goods that did not include E-procurement (paragraph 19) in the terms and conditions, should be amended to include E-procurement language when extending these contracts. The North Carolina General Contract Terms and Conditions are also available on our website under P&C Information/Division Forms.

Thank you for your cooperation and commitment to helping us improve efficiency and consistency in the way our State conducts its purchasing.

Should you have any questions, please contact this office.

Cc: Secretary Gwynn Swinson
Sharon Hayes
Division of Purchase and Contract

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